

**CAREER OPPORTUNITY ANNOUNCEMENT**

DO NOT REMOVE POSTING

AN EQUAL OPPORTUNITY EMPLOYER, CANDIDATES WILL BE CONSIDERED WITHOUT DISCRIMINATION FOR ANY NONMERIT REASON SUCH AS RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICAL AFFILIATION, MARITAL STATUS, PHYSICAL OR MENTAL HANDICAPS, AGE, OR MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.

POSITION TITLE <b>IT Specialist (Entry Level)</b>		ANNOUNCEMENT NUMBER <b>0247001</b>	DATES: <b>10/22/01</b>	OPENING <b>11/16/01</b>	CLOSING (Close of business) <b>11/16/01</b>	EXPIRATION (For "Open Unit Filled" vacancies remove posting on this date)
SERIES <b>2210</b>	GRADE <b>05/07/09</b>	KNOWN PROMOTION POTENTIAL TO <b>GG-13</b>	AREA OF CONSIDERATION <input checked="" type="checkbox"/> NATIONWIDE <input type="checkbox"/> WASHINGTON, DC COMMUTING AREA <input type="checkbox"/> REGION COMMUTING AREA <input type="checkbox"/> OTHER		TYPE OF POSITION <input checked="" type="checkbox"/> BARGAINING UNIT <input checked="" type="checkbox"/> FULL-TIME <input checked="" type="checkbox"/> PERMANENT APPOINTMENT <input type="checkbox"/> INCUMBENT IS SUBJECT TO RANDOM DRUG TESTING <input type="checkbox"/> NONBARGAINING UNIT <input type="checkbox"/> PART-TIME <input type="checkbox"/> TEMPORARY APPOINTMENT <input type="checkbox"/> NOT TO EXCEED	
ORGANIZATION LOCATION <b>Office of the Chief Information Officer Information Technology Infrastructure Div. IT Customer Services Branch</b>			DUTY LOCATION <b>Rockville, MD</b>			
TRAVEL REQUIREMENTS <b>None</b>			NAME OF IMMEDIATE SUPERVISOR <b>Gregory Kee</b>			

APPLICATION INSTRUCTIONS: COMPLETE AND SUBMIT THE FOLLOWING TO THE ADDRESS SPECIFIED AT THE BOTTOM OF THIS PAGE. (Use the Vacancy Announcement Number in all correspondence.)

1. AN UPDATED SF171 PERSONAL QUALIFICATIONS STATEMENT OR APPLICATION FOR GOVERNMENT EMPLOYMENT OR RESUME
2. AN NRC FORM 115, VACANCY APPLICATION STATUS NOTICE (NRC applicants only);
3. A COPY OF YOUR CURRENT PERFORMANCE APPRAISAL OR A SIGNED STATEMENT THAT IT IS NOT AVAILABLE.
4. NRC APPLICANTS(ONLY): FOUR COPIES OF APPLICATION MATERIALS REQUESTED.
5. THE NRC IS A ZERO-TOLERANCE AGENCY WITH RESPECT TO ILLEGAL DRUG USE.
6. OTHER (Specify):

NOTICE: APPLICATIONS MAY BE REFERRED TO THE RATING ENTITY A MINIMUM OF SIXTEEN (16) CALENDAR DAYS AFTER OPENING DATE

NONBARGAINING UNIT POSITIONS ONLY: CANDIDATES WHOSE PRESENT PROMOTION POTENTIAL DOES NOT EXCEED THE POTENTIAL OF THIS VACANCY MAY NOT BE SUBJECT TO RATING PROCEDURES AND MAY BE REFERRED DIRECTLY TO THE SELECTING OFFICIAL

DUTIES OF POSITION (If this position is announced at multiple grade levels, these duties describe the full performance level; at lower grade levels the duties may vary slightly and will be performed under somewhat closer supervision.)

**SALARY RANGE:** GG-5: \$30,726 - \$39,949  
GG-7: \$36,700 - \$47,708  
GG-9: \$43,230 - \$56,194

The Office of the Chief Information Officer (OCIO) is accepting applications for an entry level IT Specialist position. Incumbent will

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QUALIFICATIONS REQUIRED (If the position is announced at multiple grade levels, these qualifications describe the full performance level, unless otherwise specified. The position description, immediate supervisor, and/or NRC Manual chapter and Appendix 4108 can be consulted for more detailed qualification requirements and/or interpretation of qualifying experience.)

GG-5:

Bachelor's degree (or its equivalent -- at least 120 semester hours of progressively higher level undergraduate study) with a major in:

Computer Science, Information Science, Information Systems Management, Mathematics, Statistics, Operations Research,

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RATING FACTORS (Applicants are strongly encouraged to submit a statement addressing the Rating listed below.)

\* APPLICANTS SHOULD SPECIFY THE GRADE LEVEL(S) FOR WHICH THEY WISH TO BE CONSIDERED. FAILURE TO SPECIFY WILL RESULT IN CONSIDERATION ONLY AT THE HIGHEST GRADE QUALIFIED.

\* APPLICANTS MUST ADDRESS THE RATING FACTORS LISTED BELOW:

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FOR ADDITIONAL INFORMATION CONTACT <b>Jill Solan</b>				EEmail: JAS6		Mail Stop: T-2D32		TELEPHONE	AREA CODE <b>301</b>	NUMBER <b>415-5016</b>
SEND APPLICATION MATERIALS TO:										
<input checked="" type="checkbox"/> Human Resources Services & Operations Office of Human Resources	<input type="checkbox"/> Region I Personnel Officer		<input type="checkbox"/> Region II Personnel Officer		<input type="checkbox"/> Region III Personnel Officer		<input type="checkbox"/> Region IV Personnel Officer			
U.S. Nuclear Regulatory Commission Washington, D.C. 20555	U.S. Nuclear Regulatory Commission 475 Alleandale Road King of Prussia, PA 19406		U.S. Nuclear Regulatory Commission 61 Forsyth Street, SW (23T85) Atlanta, GA 30303		U.S. Nuclear Regulatory Commission 801 Warrenville Road Lisle, IL 60532		U.S. Nuclear Regulatory Commission 611 Ryan Plaza Drive, Suite 400 Arlington, TX 76011			

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DUTIES OF POSITION - CONTINUED

complete training and rotational assignments that will prepare them for a permanent assignment in the OCIO, Information Technology Infrastructure Division. Emphasis will be on developing the competencies needed to perform effectively in the planning, development, integration, and operations of an integrated architecture. Upon completion, the incumbent will have acquired specific knowledge and experience related to the Federal government's information technology management and the NRC's infrastructure management, planning, and operations.

QUALIFICATIONS REQUIRED - CONTINUED

Engineering, or another major which provided knowledge equivalent to a major in a computer field.

OR

Combination of undergraduate education and work experience.

GG-7:

- 1 full year of graduate level education, or superior academic achievement (SAA) at the undergraduate level. SAA is based on (1) GPA - overall GPA of 2.9 or higher out of possible 4.0, or GPA of 3.5 or higher out of possible 4.0 in the major; (2) Class Standing - being in the top third of the graduating class; or (3) membership in one of the nationally recognized scholastic honor societies;

OR

- 1 full year of specialized experience equivalent to the GG-5 level, in addition to meeting the basic educational requirement.

GG-9:

- 2 full years of progressively higher level graduate education or Master's or equivalent degree;

OR

- 1 full year of specialized experience equivalent to the GG-7 level, in addition to meeting the basic educational requirement.

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**QUALIFICATIONS REQUIRED - CONTINUED**

NOTE: Education and experience may be combined for all grade levels.

**RATING FACTORS - CONTINUED**

1. Knowledge of microcomputer hardware, software, operation and maintenance of computer based systems such as MicroSoft, Corel, etc.

(EXAMPLE: Describe specific education, training, and/or experience that has enabled you to learn basic office automation tools (i.e., Microsoft Office, Corel Office, etc.). Describe your experience with various hardware platforms (i.e., PCs, mini computers, portable, mobile).

2. Knowledge of computer assisted audit techniques such as data retrieval and analysis packages, analytical software, and automated flowcharting.

(EXAMPLE: Describe specific education, training, and/or experience that has enabled you to perform analysis of data, information, and concepts. Describe any reports, essays, research papers, term papers, briefings that utilize data analysis packages (i.e., spreadsheets, modeling tools, databases).

3. Knowledge of basic networking concepts and skills such as local area networks, wide area networks, and basic telecommunications concepts.

(EXAMPLE: Describe specific education, training, and/or experience that has enabled you to understand basic networking concepts and telecommunications concepts. Describe any projects, size of networks, and telecommunication concepts/technologies that you have direct experience with (i.e., Novell Netware - 25 users, Microsoft NT - 10 users, Frame Relay, ATM, etc.)

4. Ability to communicate effectively orally and in writing.

(EXAMPLE: Describe specific education, training, and/or experience that has enabled you to effectively communicate ideas, information, conclusions, and recommendations to a person or group of people. Describe any reports, essays, research papers, term papers, briefings, or interviews you have conducted. Discuss your approach to researching topics, analyzing facts, and organizing the material in a clear, concise, and logical form.)

5. Ability to meet and deal effectively with people.

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**RATING FACTORS - CONTINUED**

(EXAMPLE: Describe specific education, training, and/or experience that has enabled you to acquire human relations and interpersonal skills. Explain how these skills fostered your ability to work effectively with people either individually or in a group or team environment; enabled you to effectively exchange information, provide advice; or resolve complaints and concerns of a person or group of people; or enabled you to convince, persuade, or sell to a person or group of people your point, idea, or recommendation.)

NOTE: Reasonable accommodations will be made for qualified applicants or employees with disabilities, except when doing so would pose an undue hardship on the employing agency.

A RECRUITMENT BONUS MAY BE PAID.

PLEASE SUBMIT RESUME OR OF-612, STATEMENT ADDRESSING RATING FACTORS, AND A COPY OF YOUR TRANSCRIPT(S) TO THE FOLLOWING ADDRESS:

U.S. Nuclear Regulatory Commission  
Office of Human Resources  
ATTN: Jill Solan Mail Stop: T-2-D32  
Washington, DC 20555

If claiming 5-point veterans' preference, you must attach a copy of your DD-214, Certificate of Release or Discharge from Active Duty, or other proof of eligibility. If claiming 10-point veterans' preference you must attach an SF-15, Application for 10-Point Veterans' Preference, plus the proof required by that form.

Current/reinstatement eligible Federal employees with status (tenure group 1 or 2) will be considered through the merit promotion procedures under this announcement and must submit a copy of an SF-50 (Notification of Personnel Action) to verify competitive status or reinstatement eligibility. PLEASE NOTE: NRC employees do not have to submit an SF-50. Status applicants, both NRC employees and others, who wish to be considered under both merit promotion and competitive procedures must submit two (2) complete application packages. If only one application is received, it will be considered under the merit promotion announcement only.

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RATING FACTORS - CONTINUED

EXECUTIVE AGENCIES ARE PROHIBITED FROM ACCEPTING OR CONSIDERING APPLICANTS FOR COMPETITIVE APPOINTMENTS OR POSITIONS BASED ON POLITICAL RECOMMENDATIONS FROM MEMBERS OF CONGRESS, CONGRESSIONAL EMPLOYEES, ELECTED STATE OR LOCAL GOVERNMENT OFFICIALS, AND POLITICAL PARTY OFFICIALS. SUCH OFFICIALS MAY ONLY SUPPLY STATEMENTS REGARDING THE CHARACTER AND RESIDENCE OF THE APPLICANT.